

ATLANTA CITY COUNCIL

Proclamation Request Form



Proclamation Guidelines

Proclamation requests made directly to the Office of Communications, without a sponsoring Atlanta City Councilmember, are subject to approval by the Atlanta City Council President.

Proclamations are ceremonial documents signed by members of the Atlanta City Council and generally issued for:

- Public awareness campaigns within the City;
- Charitable campaigns within the City;
- Arts and cultural celebrations within the City of Atlanta;
- Birthdays 90+ of persons residing in Atlanta;
- Anniversaries 75+ of persons, organizations, groups within the City; or
- Special honors (recommended by the President or members of the Atlanta City Council).

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual convictions;
- Births or Deaths;
- Events or organizations with no direct relationship to the City of Atlanta; or
- Campaigns or events contrary to City policies.

Other:

- The Atlanta City Council reserves the right to modify or deny any proclamation request. For proclamations honoring an individual or organization for city-wide contributions, attempts are made to obtain signatures of all City Councilmembers.
- An organization may request only one proclamation annually.
- More than one honorary day can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- A congratulatory letter or letter of condolence is an alternative where proclamation criteria are not met. To request a congratulatory letter or letter of condolence form, call **404-330-6309** or go to the Atlanta City Council's web page at www.atlantaga.gov and click on the **CITY COUNCIL** icon in the left corner.

Who can make a proclamation request?

- Requests must be made by a City of Atlanta resident or organization that does work within the City of Atlanta.

How should a proclamation request be made?

- All requests must be made in writing by using this form. Requests can be mailed, faxed, emailed or hand-delivered. If mailed, faxed or emailed, please call 404-330-6309 to verify receipt by the City Council Office of Communications. Due to the large volume of requests, we cannot honor telephone requests.
- Requests should be made at least **14 business days** in advance of the date the document is needed.

ATLANTA CITY COUNCIL

Proclamation Request Form

Requests can be mailed, emailed or faxed to:

Dexter Chambers, Director
Atlanta City Council
Office of Communications
55 Trinity Avenue, SW
Suite 2900
Atlanta, Georgia 30303
Phone: 404-330-6309
Fax: 404-658-6720
dchambers@atlantaga.gov

*Proclamation requests should be made no less than **14 business days** in advance of the date the document is needed.*

Sponsoring Atlanta City Councilmember(s) requesting proclamation:_____

Today's Date:_____

Full name of recipient (individual or organization):_____

Reason proclamation is being
requested:_____

Will this proclamation be read during an Atlanta City Council meeting? ____ Yes ____ No

If yes, please indicate when:_____

The name and date (s) of the day, week, month or event to be proclaimed
(optional):_____

Minimum 200 word biography on individual/organization/group being honored. This
information will be used in the “***Whereas***” clauses: _____

Additional information can be attached to this form.

Prior honors/recognitions: _____

Name, daytime contact number and email address of person requesting proclamation:

Your name: _____

Daytime contact number: (____) _____

Email: _____

Should the proclamation be mailed? ____ Yes ____ No

If yes, please include mailing address: _____

If the proclamation will be picked up, please indicate when: _____

*Please call to confirm that your request has been received at
404-330-6309*